



UNITED STATES MARINE CORPS  
MARINE CORPS ENGINEER SCHOOL  
PSC BOX 20069  
CAMP LEJEUNE, NORTH CAROLINA 28542-0069

IF REPLY REFER TO:  
12000  
CO  
13 Jun 12

Commanding Officer's Policy Letter 6-12

From: Commanding Officer, Marine Corps Engineer School  
To: Distribution List

Subj: CIVILIAN EMPLOYEE TIME AND ATTENDANCE RESPONSIBILITIES FOR SUPERVISORS  
AND CIVIL SERVICE EMPLOYEES

Ref: (a) Training and Education Command (TECOM) Policy Letter 3-09 of 1 Jun  
09 (Updated 19 Apr 12 via TECOM Head Accounting Branch Email 19  
Apr 12 4:17PM)  
(b) DoD Financial Management Regulations 7000.14R Vol. 8  
(c) Master Labor Agreement between U.S. Marine Corps and the  
American Federation of Government Employees  
(d) 5 US Code part 6121  
(e) Office of Personnel Management (OPM) Guide Volunteerism  
(f) DoD Directive 1400.25  
(g) 5 US Code part 6323  
(h) Department of the Navy Civilian Human Resources Manual Subchapter  
353  
(i) OPM Memorandum 2005-03 dated 27 Jan 05  
(j) MCCDCO 12272.2  
(k) MCES Memorandum 12000 CO of 3 Apr 09

Encl: (1) MCES Government Civilian Time, Attendance, Reporting, Leave,  
Compensatory Time, and Overtime Policies and Procedures

1. Situation. This letter promulgates information and guidance on procedures for Marine Corps Engineer School civilian time and attendance matters. This policy letter is applicable to all MCES personnel. Enclosure (1) highlights key aspects of references (a) through (i) for use by supervisors of government employees. The MCES policy noted in enclosure (1) does not supersede the references or existing orders and regulations.

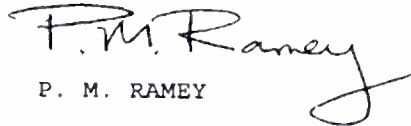
2. Mission. Per reference (j), MCES personnel are required to follow Marine Corps Base Quantico Orders for all civilian policies and procedures, and to adhere to the tenets of reference (c). For time and attendance matters, supervisors are directed to familiarize themselves with this policy letter as well as references (a), (b) and (c).

3. Execution. Time and attendance matters involve an execution of appropriated funds. Supervisors and government civilian employees will be vigilant to ensure appropriated funds are expended efficiently, effectively and legally. In addition, supervisors will ensure employees adhere to their approved work schedules. Violation of time and attendance regulations may lead to disciplinary action.

4. Administration and Logistics. This policy letter cancels reference (k).

5. Command and Signal. The MCES Deputy has staff cognizance over the

management of civilian personnel and is the command point of contact for this policy letter. The MCES Timekeeper is the Commanding Officer's Secretary. If employees have questions pertaining to time and attendance procedures, they should address the questions with their first line supervisors. If the first line supervisor cannot answer the questions, then the questions should be forwarded through the supervisory chain, if necessary, to the level of the MCES Deputy.

  
P. M. RAMEY

Distribution: A

MCES Government Civilian Time, Attendance, Reporting, Leave, Compensatory Time, and Overtime Policies and Procedures

1. MCES is one of Training Command's formal learning centers with the primary mission to train Marines (enlisted/officers). Civilian and military members of the staff provide the support necessary to conduct this training mission. The school must maintain sufficient staff to meet the planned student throughput and must maintain an operational capability whenever Marines are training. As such, it is imperative that MCES civilian employees are in the office during key periods of the workday to respond to the needs of the MCES students and units, as well as to respond to higher headquarters tasks.

2. MCES Workdays. Normal work days are Monday through Friday. MCES core business hours are 0900 to 1500. This is the designated period of each day when all personnel must either be on duty or on leave. Flexible windows are provided from 0630-0900 and 1500-1800 to complete the required 8 hours per week day. Workdays will not start prior to 0630 or end after 1800. When not in a duty status, civilian personnel will be on approved leave. The core hours are the designated period of time when supervisors must ensure their sections are properly staffed with appropriate military, government civilian or contractor personnel to satisfy mission requirements. Supervisors will approve employee work schedules, ensure schedules meet unit mission requirements, and ensure schedules meet the requirements of references (a) - (c), and this policy letter.

3. MCES Approved Work Schedules. Per reference (a) the primary work schedules for MCES civilian employees are the Basic Work Schedule or the Alternative Work Schedule (AWS) 1 (also called Flexitour AWS 1). Both schedules are fixed work schedules. This means, regardless of which schedule is used, full time employees adhere to the same start/stop times each day (8 hours per day and 40 hours per week).

a. There are two additional Alternative Work Schedules available for MCES employees. They are the Variable Day Schedule and the Variable Week Schedule.

(1) Variable Day Schedule (AWS 3). This is a schedule in which an employee has a basic work requirement of 40 hours a week. However, the employee may vary the number of hours worked each day (e.g., the employee may work 10 hours on Monday, 8 hours Tuesday through Thursday, and 6 hours on Friday). The schedule must cover core hours each day. A variable day schedule is not a fixed schedule. The employee must still be present during core hours unless they are on an approved absence. This schedule allows the employee to earn credit hours. When the employee completes the Work Schedule Change Request, tab (1), the employee must indicate the start and stop times for each day.

(2) Variable Week Schedule (AWS 4). This is a schedule in which an employee has a basic work requirement of 80 hours a pay period. The employee's work schedule must cover core hours each day, but the number of hours worked on a given day and within a week may vary (as long as the pay period total equals 80 hours). A variable week schedule is not a fixed schedule. The employee must still be present during core hours unless they are on an approved absence. This schedule allows the employee to earn credit hours. When the employee completes the Work Schedule Change Request, tab (1), the employee must indicate the start and stop times for each day.

(3) Utilizing a variable work schedule is not an entitlement; some MCES employees, because of the requirements of their job, may not be able to use the variable work schedules.

(4) If one, of the two variable work schedules, is desired, supervisors and employees will work together so that mission requirements and employee desires can both be met.

b. The flexible arrival and departure times noted in paragraph 3.a.(1) and (2) above allow for supervisors and employees to periodically modify arrival and departure times based on mission requirements and/or personal needs. For example, an employee whose regularly scheduled hours are from 0800 to 1630 (includes an unpaid lunch half-hour - see paragraph 3d) may need to pick up a child from school early the following day. The employee may make arrangements with the supervisor at least a day prior to the event so that the employee is able to begin work the next day at 0730 and depart at 1600. An alternative situation could also be when, because of a meeting or mission requirement, the supervisor needs the employee to work to 1730 the next day. The supervisor may then allow the employee to begin the next work day at 0900 vs. 0800 and depart at 1730 vs. a regular departure time of 1630. This provides for flexibility in the office environment and a family friendly environment, but does not require a change to a work schedule.

c. Requests for work schedule deviation will be reviewed and approved on a case-by-case basis by the employee's supervisor. Work schedules and changes to work schedules will be documented in the Work Schedule Change Request, tab (1), approved by the supervisor, and forwarded to the Commanding Officer, MCES via the MCES Timekeeper for approval. The MCES Timekeeper will forward the forms to the Training and Education Command Comptroller Office, Attn: SLDCADA Timekeeping, Daly Hall, Building 2079, Quantico, VA 22134, Fax 703-784-3088. The employee and their supervisor will maintain a copy of the employee's work schedule request.

d. The lunch period as defined by OPM is: "A lunch or other meal period is an approved period of time in a non-pay and non-work status that interrupts a basic workday or a period of overtime work for the purpose of permitting employees to eat or engage in permitted personal activities." A lunch period is mandatory for federal civilian personnel and as such a minimum 30-minute lunch break must be added to each day's work schedule. It may not be taken at the beginning or end of the workday to allow an employee to arrive late or leave early without charging leave. Employees may take their lunch period at a regularly scheduled time or at any time during the work day (except as noted in the preceding sentence) - as approved by the supervisor. Organizational commitments or training requirements may dictate changes to lunch times.

(1) Lunch breaks outside the normal 1130-1300 period will be coordinated with the supervisor. If an employee is required to work through lunch for mission reasons, the lunch period **MUST** be taken before the end of the work day.

(2) If an employee is working less than a full day - such as only four hours - the employee may not take the lunch break at 3.5 hours of work and depart early.

4. Reporting for Duty. Personnel accountability is paramount to maintaining good order and safety across the command. Per references (a) and (c), all civilian employees are expected to be at their appointed place of duty each day during the workweek per their work schedule unless, they are on an excused absence or TAD to site located in a different time zone. When an employee is not able to be at their work site on time, they will notify their supervisor by phone as soon as possible, but no later than two hours after their scheduled start time and preferably no later than 0800, unless they are incapacitated. When at their workspaces, MCES civilian employees will



informally muster with their supervisors each day within 15 minutes of arriving for work (in person, email, or telephone).

a. As is the case with military members, mustering of civilian employees allows the command to take action should an employee potentially be in a hazardous or life threatening situation. If an employee is TAD, their place of duty is at the TAD location, and they need not muster daily, as section heads will provide the Adjutant the location and dates of the TAD site.

b. Per references (a) and (c), unexpected leave related to an emergency or unexpected illness will be approved verbally or via email by the employee's supervisor within two hours of the employee's scheduled arrival time and will be documented in SLDCADA as soon as the employee returns to the office. If the employee fails to notify their supervisor, the employee may be placed in a leave without pay (LWOP) status. Employees should make every effort to notify supervisors prior to the start of their workday of an emergency or unexpected illness - common sense will prevail.

5. Timekeeping. Timekeeping will be in accordance with references (a)-(c). The input of time and attendance is the responsibility of each MCES government civilian employee. Certification authority is delegated to supervisors as noted in tab (6). The assignment and delegation of these duties, however, does not relieve the employee or the supervisor of the responsibility for the accuracy of time and attendance, or the approval and administration of leave and overtime. All time and attendance actions, to include all leave requests, will be recorded in SLDCADA. All MCES government employees and supervisors will use SLDCADA for time and attendance purposes.

a. When using SLDCADA, each employee will complete the SLDCADA User Request Form noted in tab 2. Unless otherwise designated as a "Certifier," government employees will be SLDCADA "Self Users." Supervisors who will certify their employee's timesheet will mark "Certifier" on the User Request form. SLDCADA Certifiers/Alternate Certifiers are noted by billet in tab (6). Once completed, the form will be faxed (via the MCES Timekeeper) to the TECOM Comptroller's Office, Attn: SLDCADA Timekeeping (fax: 703-784-0606). Upon receipt of the form, the SLDCADA representative will email the employee instructions for forwarding the employee's PKI certificate. Employees will ensure they are trained in how to use SLDCADA, record their time for a pay period in SLDCADA prior to the end of the pay period, and ensure records accurately reflect hours worked and time charged as leave.

b. When completing their timesheets in SLDCADA, employees will fill in the "time clock section" of the SLDCADA timesheet and will record start times (in), time taken (in/out) during the day for the lunch period, and time they end their work day (out).

c. Employee timesheets will be completed in SLDCADA not later than noon on the Thursday before the end of the pay period. Employees will check the "EVT" (employee verified time) block after the timesheet is completed.

d. Certification of time and attendance is an authorization for the expenditure of appropriated funds. Supervisors will certify their employee's time in SLDCADA no later than 1700 on the Thursday before the end of the pay period, ensuring the employee checked the "EVT" block on the timesheet.

6. Authorized/excused absences and volunteer activities

a. Authorized/excused absences for participation in the TECOM civilian Health Promotion and Wellness Program (HPWP) will be provided via a separate policy letter.

b. Volunteer Activities. In general, reference (e) which is the OPM "Guidance on Scheduling Work and Granting Time Off to Permit Federal Employees to Participate in Volunteer Activities," states "Employees seeking to participate in volunteer activities during basic working hours may be granted annual leave, leave without pay (LWOP), compensatory time off, or, in very limited and unique circumstances, an excused absence." Reference (f) is the DoD Directive regarding leave and excused absences for federal civilian personnel. See paragraphs 6.b.(1) and (2) below. For Bargaining Unit Employees (BUE), reference (c) provides for LWOP for selected volunteer activities which support a child's educational advancement.

(1) Excused Absence (administrative leave). In accordance with reference (f), excused absences may be granted to employees participating in MCES command sponsored volunteer projects (e.g., adopt a school program or Toys for Tots). This provision does not cover volunteerism in general, which should be promoted through established leave programs and the flexibility offered through alternative work schedules. Tab (3) provides amplifying scenarios.

(2) Supervisors may authorize federal civilian employees up to three hours of excused absence a month to participate in the MCES command sponsored volunteer activities. The excused absence hours are not cumulative and must be used on a monthly basis or forfeited. Supervisors will ensure the appropriate company commander is notified in writing of the employee's participation. Mission requirements dictate whether or not the employee may be able to participate in an approved volunteer activity. Supervisors may be required to disapprove an approved absence for volunteering at the last minute due to mission requirements.

c. Recording. All excused absences for federal civilian personnel for volunteer and other approved reasons will be requested in SLDCADA via a SLDCADA leave request (use code LV - excused absence leave), stating the reason for the excused absence (e.g. - adopt-a-school, voting, blood donation etc). Supervisors will approve the leave in SLDCADA. This allows the command to document excused absences.

d. "59 minute rule." This rule is another form of the excused absence. When appropriate, the Commanding Officer, MCES may authorize up to 59 minutes for an excused absence for MCES government civilian personnel. Authorization in excess of 59 minutes may not be used to create or extend a holiday. Use of the 59 minute rule is encouraged by OPM to periodically, in special situations, reward employees - such as on a Friday afternoon at the end of the work day or at the start of a holiday weekend. Company Commanders or the MAGTF Engineer Center Director may request the Commanding Officer, MCES approve a "59" specifically for their organizations. Employees will use the SLDCADA code LN (administrative leave) on the timesheet to account for this time. When a "59" is granted, a SLDCADA leave request is not required.

7. Leave Requests. It is the Commanding Officer, MCES's policy that MCES is a family friendly organization and leave is a personal benefit. Supervisors will make every effort to ensure employees are granted leave as fits the employee's personal plans. All leave, regardless of reason or purpose, will be requested, granted and conducted in compliance with references (a) - (c) and this Policy Letter. Employees are encouraged to make maximum use of earned leave and will coordinate their leave requests with their supervisor. All leave requests will be documented in SLDCADA by the employee a minimum of one week prior to the leave date (unless there extenuating circumstances). Approval of an employee's leave is the responsibility of the employee's supervisor and will be done in SLDCADA.

a. Advanced Annual Leave. The current leave year accrual of annual leave may be advanced, if recommended by the supervisor and approved by the Commanding Officer, MCES. There must be reasonable assurance the employee will be in a duty status long enough to earn the advanced leave requested. Dubious cases shall be disapproved.

b. Sick Leave. Sick leave may be charged in six-minute increments (1/10th of an hour). For absences in excess of three days, or for a lesser period when determined necessary by the supervisor, the supervisor may require a medical certificate or other administratively acceptable evidence to support the employee's request for sick leave.

(1) Sick leave may be used when an employee:

(a) Receives medical, dental, or optical examination or treatment;

(b) Is incapacitated by physical or mental illness, injury, pregnancy, or childbirth;

(c) Would, because of exposure to a communicable disease, jeopardize the health of others by his/her presence on the job; or

(d) Must be absent from work for adoption-related activities.

(2) In addition, per OPM guidance up to 13 days (104 hours) of an employee's sick leave may be used for general family care and bereavement each leave year (see para. 7d for specific details).

(3) Also, per OPM, up to 12 weeks (480 hours) of an employee's sick leave may be used to care for a family member with a serious health condition each leave year (see FMLA para. 73 for specific details).

c. Advanced Sick Leave. With the exception of employees serving under a limited appointment or with a specified termination date, the Commanding Officer, MCES may approve the advancement of up to 240 hours of sick leave to an employee with a medical emergency, serious disability or serious health condition, or for purposes related to the adoption of a child. The employee must provide medical certification that the sick leave is required for the dates the leave is requested and include a brief diagnosis and prognosis in his/her request. Advanced sick leave should not be granted if it appears likely that the employee will not return to duty long enough to earn the leave. Advanced sick leave cannot be used until the employee's sick leave balance is exhausted. Upon separation, employees must repay advanced sick leave not earned, unless the separation is caused by death, disability retirement, or a disability, which prevents the employee from returning to duty.

d. Family Care and Bereavement. Subject to the approval of the Commanding Officer, MCES, full time employees may use up to 40 hours of sick leave each leave year for family care and bereavement purposes. An additional 64 hours may be used as long as the employee maintains a balance of at least 80 hours of sick leave in his/her sick leave account. Supervisors are responsible for ensuring that the use of sick leave for family care does not exceed the above limitations. An employee may use a limited amount of sick leave for family care and bereavement purposes to:

(1) Provide care for a family member as the result of physical or mental illness, injury, pregnancy, childbirth, or medical, dental, or optical examination or treatment; or



2) Make arrangements necessitated by the death of a family member or attend the funeral of a family member.

NOTE: Family member of the employee is defined as follows: The spouse and parents thereof; parents; brothers and sisters and spouses thereof; or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

e. Family and Medical Leave

(1) Under the Family and Medical Leave Act of 1993 (FMLA), MCES civilian employees are entitled to 12 administrative workweeks of Leave Without Pay (LWOP) during any 12-month period for:

(a) The birth of a child and care of the newborn;

(b) The placement of a child with the employee for adoption or foster care;

(c) The care of a spouse, child, or parent with a serious health condition; or

(d) The employee's own serious health condition that makes the employee unable to perform the duties of their position.

(2) Upon the return from LWOP, the employee must be returned to the same or equivalent position. While on FMLA leave, the employee is entitled to maintain health benefits coverage. If the employee receives LWOP under the FMLA, the employee is responsible for paying his or her share of the health benefits premium.

(3) The employee may choose to substitute annual leave for unpaid leave under the FMLA and may substitute sick leave in those situations in which the use of sick leave is permitted.

f. Court Leave and Jury/Witness Fees

(1) Per references (a) - (c), employees are authorized court leave with pay when summoned to serve as a juror, or when summoned as a witness in a non-official capacity on behalf of any party in connection with any judicial proceeding in which the United States, the District of Columbia, or a state or local government is a party. The Government Accountability Office has further clarified this provision and has held that where the employee is a party (e.g., plaintiff or defendant) to a judicial proceeding in which the federal, state or local government is also a party, the granting of court leave with pay is discretionary. In these instances, the employee may also request annual leave.

(2) An employee who is under proper summons from a court to serve on a jury shall be granted court leave for each day that he or she serves on a jury or is required to remain on the premises of the court waiting for a call to jury duty. The employee is not entitled to court leave when he or she is excused or discharged by the court, for an indefinite period, subject to call by the court, or for a definite period in excess of one day. Therefore, an employee maybe required to return to duty or be charged annual leave if excused for a substantial part of the day. If an employee is on annual leave when called for jury duty or witness service, court leave will be substituted. No charge will be made to annual leave for court service.

(3) The following information pertaining to jury duty or witness



service will be forwarded to the MCES Timekeeper, who will forward it to the TECOM SLDCADA representative:

(a) A copy of the court summons will be forwarded prior to the date the employee is to report to court. When the employee has completed jury duty or witness service, the court issued Certificate(s) of Attendance will be forwarded. The Certificate of Attendance shall indicate the inclusive dates of service.

(b) Fees received for jury or witness services on an employee's scheduled workday must be refunded to the government, by personal check or money order. The personal check or money order will be made payable to the Defense Finance and Accounting Service (DFAS) and mailed to: DFAS Cleveland Center; ATTN: FTBCB, RM 2848; 1240 East 9th Street; Cleveland, OH 44199 via the MCES Timekeeper and TECOM Timekeeper. Fees not submitted within 45 days after completion of jury duty or witness service are subject to payroll deduction.

(c) Fees received for jury or witness services on a scheduled non-workday need not be refunded to the government.

(d) Allowances for, or reimbursement of, expenses paid to an employee for jury duty or witness services need not be refunded to the government. If there is any question as to whether a payment is for fees or expenses, the employee shall request a court official to provide a statement that identifies and separates the amounts paid for allowance and reimbursements.

#### g. Military Leave

(1) Eligible employees are entitled to military leave of up to 15 days each fiscal year as set forth in references (a), (b) and (g).

(2) When Military leave is recorded, a copy of the orders directing the employee to active military duty, and a certified verification of attendance indicating completion of training duty, must be forwarded to the MCES Timekeeper, who will forward to the TECOM SLDCADA representative when the employee returns to duty.

(4) Military leave is charged on a workday basis. No charge is made to non-workdays. If an employee has separate sets of orders or orders that cover separate periods, with return to civilian status between the periods covered in the orders, military leave will not be charged for the time the employee is returned to civilian status.

(5) Military leave may be taken intermittently, a day at a time, or all at one time, regardless of the number of training sessions. Military leave taken during a pay period will be recorded accurately on the employee's SLDCADA time sheet or hard copy timesheet at the end of that pay period.

(6) Reference (g) provides that, effective October 1, 1980, military leave shall be made available to eligible employees on a fiscal year rather than a calendar year basis; unused military leave up to 120 hours (15 days) shall be allowed to accumulate for subsequent use; and eligible part-time employees, as defined by 5 U.S.C. 3401(2), are entitled to military leave on a prorated basis. Employees with temporary appointments of one year or less or intermittent work schedules are not entitled to military leave. Employees with appointments exceeding one year are entitled to military leave.

(7) Restoration rights of employees on duty for military service

are covered in reference (h).

(8) Special SLDCADA Check-in Requirement for civilian employees who are Active Reserve (all Services) personnel. Civilian employees who are members of the Active Reserve will ensure their Reserve Liaison Officer or Reserve Commanding Officer submit a letter to the TECOM Comptroller (attn: SLDCADA Representative), via the MCES Timekeeper, stating that the employee is a member of the Active Reserve. Other required information to be included in the letter is as follows: name and location of the reserve unit, the date the member joined the reserve unit, date the member is scheduled to transfer from the reserve unit, and a point of contact. The letter MUST state that the member is in the Active Reserves. Once the SLDCADA representative at TECOM receives the letter, the representative will adjust SLDCADA so that when the employee Marine is on reserve duty, the member will be able to use the SLDCADA timekeeping code of ML (military leave). Without the adjustment to SLDCADA, the member's timesheet will not populate the ML code. TECOM POC is TECOM/Comptroller Division, Daly Hall, Building 2079, Quantico, VA 22134. Office: 703-432-1838, fax 703-784-0606.

h. Administrative Leave. Administrative leave is authorized in situations where it is necessary to close all or part of the installation and administratively excuse the nonemergency civilian workforce. This includes unanticipated curtailment of operations based on extreme weather, natural disasters, and unforeseen interruptions of transportation or building service that are potential health or safety risks. This authority is not intended to cover extended periods of interrupted or suspended operations. The Commanding Officer, MCES will approve all administrative leave. MCES Timekeeper is directed to maintain documented records of administrative leave instances in the command files and in cases where federal civilian employees are on administrative leave, provide such documentation to the TECOM SLDCADA Timekeeper.

i. Leave Without Pay (LWOP). LWOP is a temporary non-pay duty granted at the employee's request in advance by the supervisor. Approved leave may be converted to LWOP if the employee's leave balance is insufficient. Per reference (c), bargaining unit employees may be granted up to 24 hours of LWOP for numerous activities as specified in reference (c). LWOP will be requested and approved in SLDCADA.

j. Continuation of Pay (COP). COP is an entitlement under the Federal Employees' Compensation Act (FECA) for traumatic on-the-job injuries and disease sustained while in the performance of duty. When practical, employees shall notify their supervisor immediately whenever they have a work-related injury. Supervisors shall direct employees to contact Human Resource Office Management (HROM) personnel at Marine Corps Base Camp Lejeune, NC for information and assistance in applying for COP. In addition, BU employees should consult reference (c).

#### 8. Policy for Earning Overtime Pay and Compensatory Time Off

a. Overtime is work performed in excess of eight hours in one day or 40 hours in an administrative work week (or 80 hours in a pay period for employees on a variable week, AWS 4, schedule). While it is understood that occasional overtime is necessary, it is not intended to be a substitute for careful planning. Per reference (a), overtime will be limited to operations of an emergency nature (i.e., urgent readiness matters or safeguarding life and property). It may only be approved when essential work cannot be performed within regular working hours. Overtime, call-back work, or work by civilian employees over 40 hours per week should be the exception and not the norm. It is the MCES policy that regular overtime will not be authorized on a routine basis. Supervisors and employees should plan their workweek

carefully to ensure tasks can be completed within the standard 40-hour week. Overtime may be compensated by either overtime pay or compensatory time in accordance with the guidance provided below.

b. Home Calls. In accordance with reference (c), a non-exempt bargaining unit employee, "...who is called from someone from the Activity (i.e. MCES) or who is acting on behalf of the Activity (i.e. MCES) to perform work at home at a time outside of and unconnected with the scheduled hours of work within the basic work week will receive overtime pay in minimum increments of 1/10 hour (6 minutes) for time spent performing the work, including time spent on the call(s)". Supervisors and employees will review their programs of instruction (POIs) or work requirements in advance to determine if Home Calls will be required and essential. If deemed required and essential by the Company Commander, the supervisor and the employee will receive the Company Commander's authorization in advance. For example, a civilian instructor may teach a class containing a practical application which requires students to work in off duty hours and receive scenario injects or advice and guidance from the instructor. The instructional Company Commander may authorize overtime for the Home Calls. If overtime pay is elected by the employee, the procedures outlined in paragraph 8.e.(1)-(6) will be followed prior to the overtime being worked. If the employee elects compensatory time, approval may be granted by the Company Commander or supervisor. Common sense will prevail. For unexpected Home Calls, the employee will notify their supervisor the next day as to the reason for the call, the urgency, who called, and the length of the call.

c. Compensatory time is time off (in lieu of overtime pay) with regular pay granted for work performed in excess of eight hours in one day or 40 hours in an administrative work week (or 80 hours in a pay period for employees on a variable week, AWS 4, schedule). One hour of compensatory time off is granted for each extra hour worked.

d. Supervisors are responsible for the administration and approval of overtime, compensatory time and holiday hours that are required to be worked, prior to the work being performed. When overtime is required, bargaining unit employees and non-exempt employees will have the option of electing either compensatory time or overtime pay in accordance with references (a), (b) and (c). Non-bargaining unit/exempt employees will use compensatory time or credit time vice overtime - unless holiday work is required (see reference (a)). In addition, per TECOM Head Accounting Branch email 19 Apr 12 4:17PM, overtime pay will not be approved for employees GS 11 and above. Instead, employees, GS-11 and above, must request compensatory time.

e. Time worked in excess of the employees regular schedule which is claimed as compensatory time or overtime pay must be approved by the supervisor prior to performing the work.

(1) For BU employees, allocation of overtime will be in accordance with reference (c).

(2) Overtime pay costs are unbudgeted, and as such must be reconciled against the availability of activity/unit funds by the TRNGCMD Financial Manager. There is no requirement for the TRNGCMD Financial Management Department to review or approve compensatory time requests.

(3) If overtime pay is requested, it must be first approved by the supervisor, the Commanding Officer, MCES and the TRNGCMD Financial Management Department. The employee seeks verbal approval from the supervisor, completes an overtime request in SLDCADA, and the supervisor approves or disapproves the overtime request in SLDCADA. If the overtime request is approved by the supervisor, the supervisor then uses the SLDCADA email function to send the



overtime request to the Commanding Officer, MCES (via the MCES Timekeeper). If the Commanding Officer, MCES approves the request, it must then be forwarded to the TRNGCMD Financial Management Department for approval, prior to the work being performed.

(4) Email format for requesting overtime approval:

Subject: Overtime Authorization Message (SLDCADA system generated)

Content:

- Shop
- Employee name
- Employee grade
- Date(s)
- Number of hours

(5) Compensatory time will also be requested and recorded in SLDCADA. Supervisors have the delegated authority to approve compensatory time in SLDCADA.

(6) When requesting overtime/compensatory time, the request must note the assigned work is essential in nature, and that it cannot be performed within regular working hours.

f. As noted in references (a) - (c), compensatory time cannot be earned for holiday work. Employees, who are required to work on a holiday, will receive holiday premium pay. Holiday premium pay must be approved in advance.

g. Compensatory time for travel. OPM defines compensatory time off for travel as a separate form of compensatory time off that may be earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. (See tab (4) for OPM's Questions and Answers)

(1) Per references (a) - (c) and (i), federal employees may earn compensatory time for travel for uncompensated periods of official travel that occur during non-work hours. For MCES federal civilians on Temporary Additional Duty (TAD) travel, the travel will be conducted whenever possible during normal business hours. For travel that is required outside of regular business hours, employees will request "Travel Compensatory Time" via the SLDCADA. An employee must use his or her accrued compensatory time off for travel by the end of the 26th pay period after the pay period in which it was earned or the employee will forfeit such compensatory time off.

(2) The travel must be for work purposes and must be approved by an authorized agency official or otherwise authorized under established agency policies.

(3) Travel status includes only the time actually spent traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel.

(4) Airline travelers generally are required to arrive at the airport at a designated pre-departure time (e.g., one or two hours before the scheduled departure, depending on whether the flight is domestic or international). **Such waiting time at the airport is considered usual waiting time and is creditable time in a travel status.** In addition, time spent at an intervening airport waiting for a connecting flight also is creditable time in a travel status. In all cases, determinations regarding what is creditable as "usual waiting time" are within the sole and exclusive discretion of the Commanding Officer, MCES.

(5) If an employee experiences an unusually long wait prior to his or her initial departure or between actual periods of travel during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes, the extended waiting time outside the employee's regular working hours is not creditable time in a travel status. An extended waiting period that occurs during an employee's regular working hours is compensable as part of the employee's regularly scheduled administrative workweek.

(6) When figuring out how much time a to use to request compensatory time for travel, supervisors are directed to use the guidelines noted in paragraph 8.f above and the Office of Personnel management examples noted in tab (5). More specific questions not answered in this letter will need to be directed to the TECOM SLDCADA Timekeeper.

h. Per references (a) and (b), there is no limitation on the number of hours of compensatory time or compensatory travel time an employee can accumulate.

(1) Compensatory time will automatically be paid at the overtime rate at which it was earned if it is not used by the end of the 26th pay period after it was earned.

(2) It is the MCES policy that all earned compensatory time will be used prior to the end of the 26th pay period after it was earned. The MCES Timekeeper will provide the Deputy with a quarterly (FY) report, due the first day of the quarter, which depicts compensatory time balances for all MCES employees. Supervisors are directed to work with employees to ensure employees are able to use the compensatory time before the 26th pay period.

(3) For travel compensatory time, the hours, unless used, are lost following the 26<sup>th</sup> pay period the hours are earned. Lost travel compensatory time may not be compensated.

9. Credit Hours. Per reference (a) and (b), credit hours of work are performed at the employee's option with supervisor concurrence in advance of working the hours; this concurrence will be via email. Credit hours are distinguished from overtime and compensatory time in that credit hours do not constitute overtime work, which is officially ordered and approved in advance by management. The maximum number of credit hours that may be carried over from one pay period to the next is 24 hours; no more than nine credit hours may be used in a pay period. Employees may not earn and use credit hours in the same day. Credit hours do not need to be requested in SLDCADA as does compensatory time. Credit hours, however, must be recorded on the employee's SLDCADA timesheet. Supervisors have the authority to approve credit hours for work required beyond the normal work day.

10. Holiday Routines. MCES civilian personnel will follow MCCDC's holiday routine published in January of each year. Any holiday time-off in excess of the MCCDC published holiday schedule must be counted as leave for civilian employees.

11. Company Commanders/Supervisors/Certifying Officials. All Company Commanders/Supervisors/Certifying Officials shall:

- a. Receive appropriate training;
- b. Approve or disapprove work schedules and employee arrival and departure times;

c. Approve or disapprove employees leave in accordance with references (a)-(c) and this policy letter;

d. Ensure that time worked beyond the employee's approved work schedule is properly authorized and approved, according to references (a) and (b) and this policy letter;

e. Review and certify biweekly, corrected and supplemental time and attendance information in SLDCADA not later than 1700 on the Thursday prior to the pay period ending;

f. If the employee must modify their SLDCADA timesheet after it is certified, ensure the timesheet is submitted as a prior pay corrected timesheet in SLDCADA before the end of the next pay period.

g. Ensure that employees injured on the job are directed to HROM personnel and to the MCES Deputy for guidance and procedures on how to apply for COP and Workman's Compensation;

h. Ensure that employees are familiar with the requirements of this policy letter and they input their time and attendance into SLDCADA prior to certification; and

i. Promptly report to an employee any change(s) made to his/her timesheet during certification that is not supported by documentation.

12. Government Civilian Employees. All employees shall:

a. Comply with the provisions of this policy;

b. Record time and attendance entries in SLDCADA and correct errors prior to the end of the pay period; Timesheets will be completed by noon on the Thursday before the end of the pay period. MCES employees will fill out the "clock" section of the timesheet, and will check the "EVT" block when the timesheet is completed.

c. Notify the supervisor if the time worked on the last Friday of the pay period is different from what was certified in SLDCADA and submit a prior pay corrected timesheet in SLDCADA. The correction will be submitted before the end of the next pay period.

d. Obtain approval from the supervisor prior to using nonemergency leave, and report use of emergency leave to supervisors or certifying officials within two hours of the employee's normally scheduled arrival time;

e. Work overtime, compensatory time or credit hours only after receiving proper authorization;

f. Forward appropriate court leave documentation and jury or witness fees received to the TECOM Timekeeping representative via the MCES Timekeeper; and

g. Forward military leave documentation to the TECOM Timekeeping Representative, as required by this policy.

13. MCES Timekeeper

a. Serve as a liaison between the TECOM SLDCADA Timekeeper and MCES.

b. Generate SLDCADA reports as required.



c. Process SLDCADA user request forms for MCES military and civilian employees.

d. In accordance with this letter and applicable instructions, ensure the appropriate documentation regarding FMLA, court leave, and military leave is forwarded to the TECOM Timekeeper.

e. Maintain documented records of administrative leave instances in the command files, and in cases where federal civilian employees are on administrative leave, provide such documentation to the TECOM SLDCADA Timekeeper.

f. Provide quarterly compensation time reports to the MCES Deputy.

### WORK SCHEDULE REQUEST

1. REQUESTOR NAME					2. REQUESTOR CODE		3. DATE																																																																									
4. SUPERVISOR NAME						5. SUPERVISOR CODE																																																																										
<p>6.</p> <p>I request to work the following work schedule as defined in OPNAVINST 5000.48D (Select One)</p> <p> <input type="checkbox"/> Basic workweek (indicate days and start/stop times below)  <input type="checkbox"/> Variable Day Schedule     <input type="checkbox"/> Variable Week Schedule  <input type="checkbox"/> Flexible work schedule (indicate days and hours below)         </p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <th style="width: 10%;">Week 1</th> <th style="width: 10%;">Sunday</th> <th style="width: 10%;">Monday</th> <th style="width: 10%;">Tuesday</th> <th style="width: 10%;">Wednesday</th> <th style="width: 10%;">Thursday</th> <th style="width: 10%;">Friday</th> <th style="width: 10%;">Saturday</th> <th style="width: 10%;">Total</th> </tr> <tr> <td>Number of Hours:</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td style="text-align: center;">0</td> </tr> <tr> <td>Start Time:</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td> </tr> <tr> <td>Stop Time:</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <th style="width: 10%;">Week 2</th> <th style="width: 10%;">Sunday</th> <th style="width: 10%;">Monday</th> <th style="width: 10%;">Tuesday</th> <th style="width: 10%;">Wednesday</th> <th style="width: 10%;">Thursday</th> <th style="width: 10%;">Friday</th> <th style="width: 10%;">Saturday</th> <th style="width: 10%;">Total</th> </tr> <tr> <td>Number of Hours:</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td style="text-align: center;">0</td> </tr> <tr> <td>Start Time:</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td> </tr> <tr> <td>Stop Time:</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td> </tr> </table> <p style="text-align: right; margin-top: 10px;">Total Hours for Week 1 and Week 2     <span style="border: 1px solid black; padding: 2px 10px;">0</span></p>									Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	Number of Hours:								0	Start Time:									Stop Time:									Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	Number of Hours:								0	Start Time:									Stop Time:								
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### WORK SCHEDULE REQUEST NOTIFICATION

7. SUPERVISOR NAME		8. REQUESTEE NAME	
<p>9.</p> <p> <input type="checkbox"/> Work schedule request is approved.  <input type="checkbox"/> Request for <b>variable</b> or flexible work schedule denied.         </p> <p>Justification:</p>   			
10. SIGNATURE OF APPROVING OFFICIAL		11. DATE	



## SLDCADA Role Responsibilities, and Security-Related Responsibilities

I have read and understand the descriptions of the roles and responsibilities and security policy information contained within the attached document. I acknowledge and agree to use all SLDCADA's systems in accordance with the terms outlined in this document. I understand that failure to comply with these policies may result in revocation of my access to SLDCADA online records systems, adverse action, and/or civil or criminal liability under applicable laws.

SHOP CODE:

Signature

Name (Printed)

Organization

Date

Your Role

Self-User

Timekeeper

Certifier

Customer Service Representative

SLDCADA Site Administrator

☐  
☐  
☐  
☐  
☐

### User Contact Information

SLDCADA User ID:

Instance Name:

Phone Number:

Email Address:

SLDM2720



Excerpt from DoD Directive 1400.25 – vol. 630 Leave  
Reissued April 6, 2009  
Paragraph 6 – Excused Absences

EXCUSED ABSENCE

a. Excused absence refers to an authorized absence from duty without loss of pay and without charge to other paid leave. Periods of excused absence are considered part of an employee's basic workday even though the employee does not perform his or her regular duties (e.g., an employee who performed duty for 36 hours and was granted 4 hours of excused absence would be paid for 40 hours even though the employee only performed 36 hours of regular duty). Consequently, the authority to grant excused absence must be used sparingly.

b. The Heads of the DoD Components or their designees shall delegate to the lowest practical level authority to grant excused absence. Such delegations should be at levels where the budgetary and mission impact of excused absence decisions can be fully realized.

c. Comptroller General decisions limit discretion to grant excused absence to situations involving brief absences. Where absences are for other than brief periods of time, a grant of excused absence is not appropriate unless the absence is in connection with furthering a function of the Department of Defense.

d. The more common situations in which excused absence can be granted are:

(1) Voting. Excused absence may be granted to permit an employee to report to work 3 hours after the polls open or leave work 3 hours before the polls close, whichever involves less time away from work. For example, if the polls are open 6:30 a.m. to 6:30 p.m., an employee with duty hours of 9:00 a.m. to 5:30 p.m. may report to work at 9:30 a.m. The 30 minutes of excused absence would permit the employee to report to work 3 hours after the polls open.

(2) Blood Donation. Employees who donate blood may be granted excused absence to cover travel to and from the donation site, to donate the blood, and to recover from the donation. This provision does not cover an employee who gives blood for his or her own use or receives compensation for giving blood.

(3) Permanent Change of Duty Station (PCS). Employees authorized PCS within the Department of Defense may be granted excused absence before departing the old duty station and following arrival at the new duty station to accomplish personal tasks resulting from the move (e.g., to close or open personal bank accounts or to obtain State driver's licenses or car tags). In similar situations, employees coming to the Department of Defense from other Federal Agencies may also be granted excused absence after the employee is placed on the DoD employment roll. This provision does not cover time

involved in complying with PCS requirements such as obtaining passports and vaccinations, adhering to government housing authority requirements, or being present for packing and receiving of household goods. Accomplishing tasks that are conditional to the PCS is considered to be an official duty.

(4) Employment Interview. Employees under notice of separation or change to lower grade for any reason except personal cause may be granted excused absence for job searches and interviews. Employees competing for positions within the Department of Defense may also be granted excused absence for merit placement interviews. This provision does not cover travel time to job searches and interviews outside the commuting area.

(5) Counseling. Excused absence may be granted to permit an employee to attend the initial counseling session (e.g., drug, alcohol, financial) resulting from a referral under the employee assistance program. This provision does not cover the official duty status an employee is in during the initial referral to the employee assistance program.

(6) Certification. An employee may be granted excused absence to take an examination (e.g., certified public accountant examination) in his or her functional area if securing the certification or license would enhance the employee's professional stature, thereby benefiting the Department of Defense. This provision does not cover time spent preparing for such examinations.

(7) Volunteer Activities. Excused absence may be granted to employees participating in management-sponsored volunteer projects (e.g., adopt a school). This provision does not cover volunteerism in general. Such activity should be promoted through established leave programs and the flexibility offered through alternative work schedules.

(8) Emergency Situations. Excused absence may be granted to employees to assist in emergency situations. This provision does not cover employees who respond to emergencies in National Guard or Reserve status.

(9) Physical Examination for Enlistment or Induction. Excused absence may be granted to an employee to undergo medical examinations required by appropriate military authorities for enlistment or induction into the U.S. Armed Forces. This provision does not cover travel time outside the commuting area or situations in which the employee receives military compensation, can use military leave, or undergoes additional tests, examinations, or treatments for conditions discovered or suspected as a result of the examinations.

(11) Funerals. Excused absence may be granted to employees to attend funerals in the situations established in section 6321 of Reference (c). This provision does not cover situations in which funeral leave is granted pursuant to section 6326 of Reference (c) and part 630.801 of reference (b), or the official duty status of an employee in connection with funerals of fellow Federal law enforcement officers or Federal firefighters pursuant to section 6327 of Reference (c)

**Questions and Answers on Compensatory Time Off for Travel**  
**Office of Personnel Management. Updated April 17, 2007**

This page can be found on the web at the following url:  
<http://www.opm.gov/oca/compmemo/2005/2005-03-att1.asp>

**Q1. What is compensatory time off for travel?**

A. Compensatory time off for travel is a separate form of compensatory time off that may be earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable.

**Q2. Are all employees covered by this provision?**

A. The compensatory time off provision applies to an "employee" as defined in 5 U.S.C. 5541(2) who is employed in an "Executive agency" as defined in 5 U.S.C. 105, without regard to whether the employee is exempt from or covered by the overtime pay provisions of the Fair Labor Standards Act of 1938, as amended. For example, this includes employees in senior-level (SL) and scientific or professional (ST) positions, but not members of the Senior Executive Service or Senior Foreign Service or Foreign Service officers. Effective April 27, 2008, prevailing rate (wage) employees are covered under the compensatory time off for travel provision. (See CPM 2008-04.)

**Q3. Are intermittent employees eligible to earn compensatory time off for travel?**

A. No. Compensatory time off for travel may be used by an employee when the employee is granted time off from his or her scheduled tour of duty established for leave purposes. (See 5 CFR 550.1406(b).) Also see the definition of "scheduled tour of duty for leave purposes" in 5 CFR 550.1403. Employees who are on intermittent work schedules are not eligible to earn and use compensatory time off for travel because they do not have a scheduled tour of duty for leave purposes.

**Q4. What qualifies as travel for the purpose of this provision?**

A. To qualify for this purpose, travel must be officially authorized. In other words, travel must be for work purposes and must be approved by an authorized agency official or otherwise authorized under established agency policies. (Also see Q5.)

**Q5. May an employee earn compensatory time off when he or she travels in conjunction with the performance of union representational duties?**

A. No. The term "travel" is defined at 5 CFR 550.1403 to mean officially authorized travel—i.e., travel for work purposes approved by an authorized agency official or otherwise authorized under established agency policies. The definition specifically excludes time spent traveling in connection with union activities. The term "travel for work purposes" is intended to mean travel for agency-related work purposes. Thus, employees who travel in connection with union



activities are not entitled to earn compensatory time off for travel because they are traveling for the benefit of the union, and not for agency-related work purposes.

**Q6. An employee receives compensatory time off for travel only for those hours spent in a travel status. What qualifies as time in a travel status?**

A. Travel status includes only the time actually spent traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel.

**Q7. Is travel in connection with a permanent change of station (PCS) creditable for compensatory time off for travel?**

A. Although PCS travel is officially authorized travel, it is not travel between an official duty station and a temporary duty station or between two temporary duty stations. Therefore, it is not considered time in a travel status for the purpose of earning compensatory time off for travel.

**Q8. What is meant by "usual waiting time"?**

A. Airline travelers generally are required to arrive at the airport at a designated pre-departure time (e.g., 1 or 2 hours before the scheduled departure, depending on whether the flight is domestic or international). Such waiting time at the airport is considered usual waiting time and is creditable time in a travel status. In addition, time spent at an intervening airport waiting for a connecting flight (e.g., 1 or 2 hours) also is creditable time in a travel status. In all cases, determinations regarding what is creditable as "usual waiting time" are within the sole and exclusive discretion of the employing agency.

**Q9. What if an employee experiences an "extended" waiting period?**

A. If an employee experiences an unusually long wait prior to his or her initial departure or between actual periods of travel during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes, the extended waiting time outside the employee's regular working hours is not creditable time in a travel status. An extended waiting period that occurs during an employee's regular working hours is compensable as part of the employee's regularly scheduled administrative workweek.

**Q10. Do meal periods count as time in a travel status?**

A. Meal periods during actual travel time or waiting time are not specifically excluded from creditable time in a travel status for the purpose of earning compensatory time off for travel. However, determinations regarding what is creditable as "usual waiting time" are within the sole and exclusive discretion of the employing agency.

**Q11. What happens once an employee reaches a temporary duty station?**



A. Time spent at a temporary duty station between arrival and departure is not creditable travel time for the purpose of earning compensatory time off for travel. Time in a travel status ends when the employee arrives at the temporary duty worksite or his or her lodging in the temporary duty station, wherever the employee arrives first. Time in a travel status resumes when an employee departs from the temporary duty worksite or his or her lodging in the temporary duty station, wherever the employee departs last.

**Q12. When is it appropriate for an agency to offset creditable time in a travel status by the amount of time the employee spends in normal commuting between home and work?**

A. If an employee travels directly between his or her home and a temporary duty station outside the limits of the employee's official duty station (e.g., driving to and from a 3-day conference), the agency must deduct the employee's normal home-to-work/work-to-home commuting time from the creditable travel time. The agency must also deduct an employee's normal commuting time from the creditable travel time if the employee is required—outside of regular working hours—to travel between home and a transportation terminal (e.g., an airport or train station) outside the limits of the employee's official duty station.

**Q13. What if an employee travels to a transportation terminal within the limits of his or her official duty station?**

A. An employee's time spent traveling outside of regular working hours to or from a transportation terminal within the limits of his or her official duty station is considered equivalent to commuting time and is not creditable time in a travel status for the purpose of earning compensatory time off for travel.

**Q14. What if an employee travels from a worksite to a transportation terminal?**

A. If an employee travels between a worksite and a transportation terminal, the travel time outside regular working hours is creditable as time in a travel status, and no commuting time offset applies. For example, after completing his or her workday, an employee may travel directly from the regular worksite to an airport to attend an out-of-town meeting the following morning. The travel time between the regular worksite and the airport is creditable as time in a travel status.

**Q15. What if an employee elects to travel at a time other than the time selected by the agency?**

A. When an employee travels at a time other than the time selected by the agency, the agency must determine the estimated amount of time in a travel status the employee would have had if the employee had traveled at the time selected by the agency. The agency must credit the employee with the lesser of (1) the estimated time in a travel status the employee would have had if the employee had traveled at the time selected by the agency, or (2) the employee's actual time in a travel status at a time other than that selected by the agency.

**Q16. How is an employee's travel time calculated for the purpose of earning compensatory time off for travel when the travel involves two or more time zones?**

A. When an employee's travel involves two or more time zones, the time zone from point of first departure must be used to determine how many hours the employee actually spent in a travel status for the purpose of accruing compensatory time off for travel. For example, if an employee travels from his official duty station in Washington, DC, to a temporary duty station in San Francisco, CA, the Washington, DC, time zone must be used to determine how many hours the employee spent in a travel status. However, on the return trip to Washington, DC, the time zone from San Francisco, CA, must be used to calculate how many hours the employee spent in a travel status.

**Q17. How is compensatory time off for travel earned and credited?**

A. Compensatory time off for travel is earned for qualifying time in a travel status. Agencies may authorize credit in increments of one-tenth of an hour (6 minutes) or one-quarter of an hour (15 minutes). Agencies must track and manage compensatory time off for travel separately from other forms of compensatory time off.

**Q18. Is there a limitation on the amount of compensatory time off for travel an employee may earn?**

A. No.

**Q19. How does an employee request credit for compensatory time off for travel?**

A. Agencies may establish procedures for requesting credit for compensatory time off for travel. An employee must comply with his or her agency's procedures for requesting credit of compensatory time off, and the employee must file a request for such credit within the time period established by the agency. An employee's request for credit of compensatory time off for travel may be denied if the request is not filed within the time period required by the agency.

**Q20. Is there a form employees must fill out for requests to earn or use compensatory time off for travel?**

A. There is not a Government wide form used for requests to earn or use compensatory time off for travel. However, an agency may choose to develop a form as part of its internal policies and procedures.

**Q21. How does an employee use accrued compensatory time off for travel?**

A. An employee must request permission from his or her supervisor to schedule the use of his or her accrued compensatory time off for travel in accordance with agency policies and procedures. Compensatory time off for travel may be used when the employee is granted time off from his or her scheduled tour of duty established for leave purposes. Employees must use accrued

compensatory time off for travel in increments of one-tenth of an hour (6 minutes) or one-quarter of an hour (15 minutes).

**Q22. In what order should agencies charge compensatory time off for travel?**

A. Agencies must charge compensatory time off for travel in the chronological order in which it was earned, with compensatory time off for travel earned first being charged first.

**Q23. How long does an employee have to use accrued compensatory time off for travel?**

A. An employee must use his or her accrued compensatory time off for travel by the end of the 26th pay period after the pay period during which it was earned or the employee must forfeit such compensatory time off, except in certain circumstances. (See Q24 and Q25 for exceptions.)

**Q24. What if an employee is unable to use his or her accrued compensatory time off for travel because of uniformed service or an on-the-job injury with entitlement to injury compensation?**

A. Unused compensatory time off for travel will be held in abeyance for an employee who separates, or is placed in a leave without pay status, and later returns following (1) separation or leave without pay to perform service in the uniformed services (as defined in 38 U.S.C. 4303 and 5 CFR 353.102) and a return to service through the exercise of a reemployment right or (2) separation or leave without pay due to an on-the-job injury with entitlement to injury compensation under 5 U.S.C. chapter 81. The employee must use all of the compensatory time off for travel held in abeyance by the end of the 26th pay period following the pay period in which the employee returns to duty, or such compensatory time off for travel will be forfeited.

**Q25. What if an employee is unable to use his or her accrued compensatory time off for travel because of an exigency of the service beyond the employee's control?**

A. If an employee fails to use his or her accrued compensatory time off for travel before the end of the 26th pay period after the pay period during which it was earned due to an exigency of the service beyond the employee's control, the head of an agency, at his or her sole and exclusive discretion, may extend the time limit for up to an additional 26 pay periods.

**Q26. May unused compensatory time off for travel be restored if an employee does not use it by the end of the 26th pay period after the pay period during which it was earned?**

A. Except in certain circumstances (see Q24 and Q25), any compensatory time off for travel not used by the end of the 26th pay period after the pay period during which it was earned must be forfeited.

**Q27. What happens to an employee's unused compensatory time off for travel upon separation from Federal service?**

A. Except in certain circumstances (see Q24), an employee must forfeit all unused compensatory time off for travel upon separation from Federal service.

**Q28. May an employee receive a lump-sum payment for accrued compensatory time off for travel upon separation from an agency?**

A. No. The law prohibits payment for unused compensatory time off for travel under any circumstances.

**Q29. What happens to an employee's accrued compensatory time off for travel upon transfer to another agency?**

A. When an employee voluntarily transfers to another agency (including a promotion or change to lower grade action), the employee must forfeit all of his or her unused compensatory time off for travel.

**Q30. What happens to an employee's accrued compensatory time off for travel when the employee moves to a position that is not covered by the regulations in 5 CFR part 550, subpart N?**

A. When an employee moves to a position in an agency not covered by the compensatory time off for travel provisions (e.g., the United States Postal Service), the employee must forfeit all of his or her unused compensatory time off for travel. However, the gaining agency may use its own legal authority to give the employee credit for such compensatory time off.

**Q31. Is compensatory time off for travel considered in applying the premium pay and aggregate pay caps?**

A. No. Compensatory time off for travel may not be considered in applying the biweekly or annual premium pay limitations established under 5 U.S.C. 5547 or the aggregate limitation on pay established under 5 U.S.C. 5307.

**Q32. When are criminal investigators who receive availability pay precluded from earning compensatory time off for travel?**

A. Compensatory time off for travel is earned only for hours not otherwise compensable. The term "compensable" is defined at 5 CFR 550.1403 to include any hours of a type creditable under other compensation provisions, even if there are compensation caps limiting the payment of premium pay for those hours (e.g., the 25 percent cap on availability pay and the biweekly premium pay cap). For availability pay recipients, this means hours of travel are not creditable as time in a travel status for compensatory time off purposes if the hours are (1) compensated by basic pay, (2) regularly scheduled overtime hours creditable under 5 U.S.C. 5542, or (3) "unscheduled duty hours" as described in 5 CFR 550.182(a), (c), and (d).

**Q33. What constitutes "unscheduled duty hours" as described in 5 CFR 550.182(a), (c), and (d)?**



A. Under the availability pay regulations, unscheduled duty hours include (1) all irregular overtime hours—i.e., overtime work not scheduled in advance of the employee's administrative workweek, (2) the first 2 overtime hours on any day containing part of the employee's basic 40-hour workweek, without regard to whether the hours are unscheduled or regularly scheduled, and (3) any approved nonwork availability hours. However, special agents in the Diplomatic Security Service of the Department of State may count only hours actually worked as unscheduled duty hours.

**Q34. Why are criminal investigators who receive availability pay precluded from earning compensatory time off when they travel during unscheduled duty hours?**

A. The purpose of availability pay is to ensure the availability of criminal investigators (and certain similar law enforcement employees) for unscheduled duty in excess of a 40-hour workweek based on the needs of the employing agency. Availability pay compensates an employee for all unscheduled duty hours. Compensatory time off for travel is earned only for hours not otherwise compensable. Thus, availability pay recipients may not earn compensatory time off for travel during unscheduled duty hours because the employees are entitled to availability pay for those hours.

**Q35. When is it possible for criminal investigators who receive availability pay to earn compensatory time off for travel?**

A. When an employee who receives availability pay is required to travel on a non-workday or on a regular workday (during hours that exceed the employee's basic 8-hour workday), and the travel does not meet one of the four criteria in 5 U.S.C. 5542(b)(2)(B) and 5 CFR 550.112(g)(2), the travel time is not compensable as overtime hours of work under regular overtime or availability pay. Thus, the employee may earn compensatory time off for such travel, subject to the exclusion specified in 5 CFR 550.1404(b)(2) and the requirements in 5 CFR 550.1404(c),(d), and (e).

Under the provisions in 5 U.S.C. 5542(b)(2)(B) and 5 CFR 550.112(g)(2), travel time is compensable as overtime hours of work if the travel is away from the employee's official duty station and—

- (i) involves the performance of work while traveling,
- (ii) is incident to travel that involves the performance of work while traveling,
- (iii) is carried out under arduous conditions, or
- (iv) results from an event which could not be scheduled or controlled administratively.

The phrase "an event which could not be scheduled or controlled administratively" refers to the ability of an agency in the Executive Branch of the United States Government to control the scheduling of an event which necessitates an employee's travel. If the employing agency or another Executive Branch agency has any control over the scheduling of the event, including by means of approval of a contract for it, then the event is administratively controllable, and the travel to and from the event cannot be credited as overtime hours of work.

For example, an interagency conference sponsored by the Department of Justice would be considered a joint endeavor of the participating Executive Branch agencies and within their administrative control. Under these circumstances, the travel time outside an employee's regular working hours is not compensable as overtime hours of work under regular overtime or availability pay. Therefore, the employee may earn compensatory time off for such travel, subject to the exclusion specified in 5 CFR 550.1404(b)(2) and the requirements in 5 CFR 550.1404(c), (d), and (e).

**Q36. If an employee is required to travel on a Federal holiday (or an "in lieu of" holiday), is the employee entitled to receive compensatory time off for travel?**

A. Although most employees do not receive holiday premium pay for time spent traveling on a holiday (or an "in lieu of" holiday), an employee continues to be entitled to pay for the holiday in the same manner as if the travel were not required. Thus, an employee may not earn compensatory time off for travel during basic (non-overtime) holiday hours because the employee is entitled to his or her rate of basic pay for those hours. Compensatory time off for travel may be earned by an employee only for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable.

**Q37. If an employee's regularly scheduled tour of duty is Sunday through Thursday and the employee is required to travel on a Sunday during regular working hours, is the employee entitled to earn compensatory time off for travel?**

A. No. Compensatory time off for travel may be earned by an employee only for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. Thus, an employee may not earn compensatory time off for travel for traveling on a workday during regular working hours because the employee is receiving his or her rate of basic pay for those hours.

**Q38. May an agency change an employee's work schedule for travel purposes?**

A. An agency may not adjust the regularly scheduled administrative workweek that normally applies to an employee (part-time or full-time) solely for the purpose of including planned travel time not otherwise considered compensable hours of work. However, an employee is entitled to earn compensatory time off for travel for time spent in a travel status when such time is not otherwise compensable.

**Q39. Is time spent traveling creditable as credit hours for an employee who is authorized to earn credit hours under an alternative work schedule?**

A. Credit hours are hours an employee elects to work, with supervisory approval, in excess of the employee's basic work requirement under a flexible work schedule. Under certain conditions, an agency may permit an employee to earn credit hours by performing productive and essential work while in a travel status. See OPM's Handbook on Alternative Work Schedules at [http://www.opm.gov/oca/worksch/HTML/Cred\\_hrs.htm#travel](http://www.opm.gov/oca/worksch/HTML/Cred_hrs.htm#travel) for the conditions that must be

met. If those conditions are met and the employee does earn credit hours for travel, the time spent traveling would be compensable and the employee would not be eligible to earn compensatory time off for travel. If the conditions are not met, the employee would be eligible to earn compensatory time off for travel.

**Q40. May an agency restore an employee's forfeited "use-or-lose" annual leave because the employee elected to use earned compensatory time off for travel instead of using his or her excess annual leave?**

A. Section 6304(d) of title 5, United States Code, prescribes the conditions under which an employee's forfeited annual leave may be restored to an employee. (See fact sheet on restored annual leave at <http://www.opm.gov/oca/leave/HTML/RESTORE.asp>.) There is no legal authority to restore an employee's forfeited annual leave because the employee elected to use earned compensatory time off for travel instead of using his or her excess annual leave.

**Q41. If an employee is eligible to receive overtime pay for a period of travel because the travel meets one of the four criteria in 5 CFR 550.112(g)(2), is the employee eligible to earn compensatory time off for travel for any portion of the travel which may not be compensable because of the biweekly cap on premium pay?**

A. No. Compensatory time off for travel may be earned by an employee only for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. The term "compensable" is defined at 5 CFR 550.1403 to make clear what periods of time are "not otherwise compensable" and thus potentially creditable for the purpose of earning compensatory time off for travel. Time is considered compensable if the time is creditable as hours of work for the purpose of determining a specific pay entitlement (e.g., overtime pay for travel meeting one of the four criteria in 5 CFR 550.112(g)(2)) even when the time may not actually generate additional compensation because of applicable pay limitations (e.g., biweekly premium pay cap). The capped premium pay is considered complete compensation for all hours of work creditable under the premium pay provisions.

In other words, even though an employee may not receive overtime pay for all of his or her travel hours because of the biweekly premium pay cap, all of the travel time is still considered to be compensable under 5 CFR 550.112(g)(2). Under these circumstances, the employee has been compensated fully under the law for all of the travel hours and the employee may not earn compensatory time off for any portion of such travel not generating additional compensation because of the biweekly cap on premium pay.

**Q42. May an employee who receives administratively uncontrollable overtime (AUO) pay under 5 U.S.C. 5545(c)(2) earn compensatory time off for travel?**

A. If such employee's travel time is not compensable under 5 CFR 550.112(g) or 5 CFR 551.422, as applicable, and meets the requirements in 5 CFR part 550, subpart N, the employee is eligible to earn compensatory time off for travel for time spent in a travel status.



**Q43. If a part-time employee's regularly scheduled tour of duty is Monday through Friday, 8:00 a.m. to 2:30 p.m., and the employee is required to travel on a Friday from 2:30 p.m. to 4:30 p.m., is the employee entitled to earn compensatory time off for travel for those 2 hours?**

A. It depends. If the travel qualifies as compensable hours of work under 5 U.S.C. 5542(b)(2)(B) and 5 CFR 550.112(g)(2)—i.e., the travel involves or is incident to the performance of actual work, is carried out under arduous and unusual conditions, or results from an event which could not be scheduled or controlled administratively—the employee may not be credited with compensatory time off for travel hours. (Such travel time outside a part-time employee's scheduled tour of duty, but not in excess of 8 hours in a day or 40 hours in a week, would be non-overtime hours of work compensated at the employee's rate of basic pay.) If the travel time does not qualify as compensable hours of work and meets the other requirements in 5 CFR part 550, subpart N, the part-time employee would be entitled to earn compensatory time off for those 2 hours. We note travel time is always compensable hours of work if it falls within an employee's regularly scheduled administrative workweek. (See 5 U.S.C. 5542(b)(2)(A) and 5 CFR 550.112(g)(1).) For a part-time employee, the regularly scheduled administrative workweek is defined in 5 CFR 550.103 as the officially prescribed days and hours within an administrative workweek during which the employee was scheduled to work in advance of the workweek. An agency may not adjust the regularly scheduled administrative workweek normally applied to an employee (part-time or full-time) solely for the purpose of including planned travel time otherwise not considered compensable hours of work.

**Q44. Does an upgrade in travel accommodations impact an employee's entitlement to compensatory time off for travel?**

A. Allowing an employee to upgrade his or her travel accommodations (e.g., to business class) does not eliminate his or her eligibility to earn compensatory time off for travel.

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#### Compensatory Time Off for Travel:

Updated April 17, 2007

#### Examples of Creditable Travel Time

##### Example 1: Travel to a temporary duty station on a workday

###### From home to business meeting

6:00 - 7:00 a.m. 7:00 - 8:00 a.m. 8:00 - 8:30 a.m. 8:30 - 11:30 a.m. 11:30 a.m. - 12:30 p.m.

Drive to airport Wait at airport Wait at airport Plane departs/lands Drive to worksite

Noncreditable travel time Creditable travel time Regular working hours Regular working hours Regular working hours

###### From business meeting to home

4:30 - 5:30 p.m. 5:30 - 7:00 p.m. 7:00 - 10:00 p.m. 10:00 - 11:00 p.m.

Drive to airport Wait at airport Plane departs/lands Drive home

Creditable travel time Creditable travel time Creditable travel time

Noncreditable travel time

On a workday, an employee is required to travel from home to a temporary duty station for an afternoon meeting. The employee's regular working hours are 8:00 a.m. to 4:30 p.m. In total, the employee spends 13 hours (6:00 a.m. to 12:30 p.m. and 4:30 p.m. to 11:00 p.m.) traveling to and from the worksite. However, the time between 8:00 a.m. and 12:30 p.m. is compensable as part of the employee's regular working hours. Also, an employee's time spent traveling outside of regular working hours to or from a transportation terminal (e.g., an airport or train station) within the limits of his or her official duty station is considered to be equivalent to commuting time and is not creditable travel time. (See 5 CFR 550.1404(d).) In this case, the employee spends 2 hours traveling to and from an airport within the limits of his official duty station.

In this example, the employee's compensatory time off for travel entitlement is as follows:

Total travel time 13 hours

minus

Travel time within regular working hours 4.5 hours

Travel to/from airport within limits of official duty station 2 hours

Compensatory time off for travel 6.5 hours

##### Example 2: Travel to a temporary duty station on a nonworkday

###### Travel from home to a hotel on a Sunday

5:00 - 6:00 p.m. 6:00 - 7:30 p.m. 7:30 - 10:00 p.m. 10:00 - 10:30 p.m.

Drive to airport Wait at airport Plane departs/lands Drive to hotel

Noncreditable travel time Creditable travel time Creditable travel time

Creditable travel time

###### Travel from a hotel to home on the following Saturday

6:30 - 7:00 a.m. 7:00 - 10:30 a.m. 10:30 a.m. - 1:00 p.m. 1:00 - 2:00 p.m.

Drive to airport Wait at airport - 2 hour delay Plane departs/lands Drive home

Creditable travel time Partially creditable travel time\* Creditable travel time Noncreditable travel time

An employee is required to travel to a temporary duty station for a week-long conference. The employee's regular working hours are 8:00 a.m. to 4:30 p.m.,

Monday through Friday. Because the conference begins early Monday morning, the employee travels to a hotel at the temporary duty station the Sunday evening before the conference. The conference is scheduled to continue into the evening on Friday, so the employee returns home on Saturday morning. In total, the employee spends 13 hours (5:00 p.m. to 10:30 p.m. on Sunday and 6:30 a.m. to 2:00 p.m. on the following Saturday) traveling to and from the conference. However, the hour the employee spends on Sunday traveling to the airport and the hour the employee spends on Saturday traveling from the airport within the limits of her official duty station is considered equivalent to commuting time and is not creditable time in a travel status.

\*The agency's compensatory time off for travel policy allows up to 90 minutes of creditable waiting time at a transportation terminal. Therefore, only the time from 7:00 to 8:30 a.m. is creditable as "usual waiting time." (See 5 CFR 550.1404(b)(1).) The time from 8:30 to 10:30 a.m. is considered "extended waiting time" and is not creditable. (See 5 CFR 550.1404(b)(2).)

In this example, the employee's compensatory time off for travel entitlement is as follows:

Total travel time 13 hours  
minus  
Travel to/from airport within limits of official duty station 2 hours  
Extended waiting time 2 hours  
Compensatory time off for travel 9 hours

Example 3: Travel from a temporary duty station on a workday (with cancelled connecting flight)

From temporary duty station to intervening airport for connecting flight on a Friday

5:30 - 6:30 a.m. 6:30 - 8:00 a.m. 8:00 - 11:00 a.m. 11:00 - 4:30 p.m.  
Drive to airport Wait at airport Plane departs/lands Connecting flight  
delayed due to severe weather.  
Flights are cancelled.  
Creditable travel time Creditable travel time Regular working hours  
Regular working hours

Employee checks into hotel near airport. No creditable travel time. Employee returns to airport on Saturday morning.

6:30 - 7:00 a.m. 7:00 - 8:30 a.m. 8:30 a.m. - 12:00 noon 12:00 noon - 1:00 p.m.  
Drive to airport Wait at airport Plane departs/lands Drive home  
Creditable travel time Creditable travel time Creditable travel time  
Noncreditable travel time

On a Friday (workday), an employee is required to travel from a temporary duty station to home. However, due to severe weather, the employee's connecting flight is cancelled until Saturday morning (nonworkday). On Friday, the employee's regular working hours are 8:00 a.m. to 4:30 p.m. In total, the employee spends 17.5 hours (5:30 a.m. to 4:30 p.m. on Friday and 6:30 a.m. to 1:00 p.m. on Saturday) traveling from the temporary duty station. However, the time between 8:00 a.m. and 4:30 p.m. is compensable as part of the employee's regular working hours. (For the purpose of this example, we are assuming the employee has a 30-minute meal period during his regular working hours.) The extended waiting period from 4:30 p.m. until the employee departs for the airport on Saturday morning is not creditable travel time, since the employee is free to use the time for his own purposes. (See 5 CFR 550.1404(b)(2).) Also, an employee's time spent traveling outside of regular working hours to or from a transportation terminal (e.g., an airport or train station) within the limits of his or her official duty station is considered to be equivalent to commuting time and is not creditable travel time. (See 5 CFR 550.1404(d).) In this case, the employee spent 1 hour traveling from an airport within the limits of his official duty station.

In this example, the employee's compensatory time off for travel entitlement is as follows:

Total travel time 17.5 hours

minus  
Travel time within regular working hours 8.5 hours  
Travel from airport within limits of official duty station 1 hour  
Compensatory time off for travel 8 hours

Example 4: Driving to and from a temporary duty station on a workday

Travel to and from a training session

6:00 - 7:00 a.m. 7:00 - 8:00 a.m. 8:00 a.m. - 4:30 p.m. 4:30 - 5:30 p.m. 5:30 - 6:30 p.m.

Drive to training session Drive to training session Training Drive home Drive home

Noncreditable travel time Creditable travel time Regular working hours

Noncreditable travel time Creditable travel time

An employee is required to travel to a temporary duty station on a workday for a 1-day training session. The training location is a 2-hour drive from the employee's home. The employee's regular working hours are 8:00 a.m. to 4:30 p.m. In total, the employee spends 4 hours (6:00 a.m. to 8:00 a.m. and 4:30 p.m. to 6:30 p.m.) driving to and from the training session.

If an employee travels directly between home and a temporary duty station outside the limits of his or her official duty station, the time spent traveling outside regular working hours is creditable travel time. However, the agency must deduct the time the employee would have spent in normal home-to-work/work-to-home commuting. (See 5 CFR 550.1404(c).) In this case, the employee's normal daily commuting time is 2 hours (1 hour each way). Therefore, 2 hours must be deducted from the employee's creditable travel time.

In this example, the employee's compensatory time off for travel entitlement is as follows:

Total travel time 4 hours

minus

Normal commuting time 2 hours

Compensatory time off for travel 2 hours

Example 5: Travel to multiple temporary duty stations on a workday

Travel from home to first presentation site

6:00 - 7:00 a.m. 7:00 - 8:00 a.m. 8:00 - 8:30 a.m. 8:30 - 10:00 a.m. 10:00 - 10:30 a.m. 10:30 - 12:00 noon

Drive to airport Wait at airport Wait at airport Plane departs/lands Drive to site Presentation

Noncreditable travel time Creditable travel time Regular working hours

Regular working hours Regular working hours Regular working hours

Travel from first presentation site to second presentation site

12:00 noon to 12:30 p.m. 12:30 - 1:30 p.m. 1:30 - 2:30 p.m. 2:30 - 3:00 p.m. 3:00 - 4:30 p.m.

Drive to airport Wait at airport Plane departs/lands Drive to site Presentation

Regular working hours Regular working hours Regular working hours Regular working hours Regular working hours

Travel from second presentation site to home

4:30 - 5:00 p.m. 5:00 - 6:30 p.m. 6:30 - 9:30 p.m. 9:30 - 10:30 p.m.

Drive to airport Wait at airport Plane departs/lands Drive home

Creditable travel time Creditable travel time Creditable travel time

Noncreditable travel time

An employee is required to travel on a workday to two temporary duty stations to make presentations to stakeholders. The employee's regular working hours are 8:00 a.m. to 4:30 p.m. In total, the employee spends 13.5 hours traveling (6:00

a.m. to 10:30 a.m., 12:00 noon to 3:00 p.m., and 4:30 p.m. to 10:30 p.m.) between home and the two presentation sites. However, the time between 8:00 a.m. and 4:30 p.m. is compensable as the employee's regular working hours. (For the purpose of this example, we are assuming the employee has a 30-minute meal period during her regular working hours.) Also, the 2 hours the employee spends traveling outside of regular working hours to and from the airport within the limits of her official duty station is not creditable travel time. In this example, the employee's compensatory time off for travel entitlement is as follows:

Total travel time	13.5 hours
minus	
Travel time within regular working hours	5.5 hours
Travel to/from airport within limits of official duty station	2 hours
Compensatory time off for travel	6 hours

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SHOP ASSIGNMENT		TLVEDC	EFFECTIVE DATE: 6/13/2012
<b>Command Staff (Deputy, Secretary)</b>			<b>TLVEDC-H</b>
Commanding Officer, MCES	440-7521	Military	PRIMARY SUPERVISOR
Executive Officer, MCES	440-7329	Military	ALTERNATE SUPERVISOR
<b>Special Staff</b>			<b>TLVEDC-HX</b>
Commanding Officer, MCES	440-7521	Military	PRIMARY SUPERVISOR
Deputy, MCES	440-7331	Civilian	ALTERNATE SUPERVISOR
Executive Officer, MCES	440-7329	Military	ALTERNATE SUPERVISOR
<b>S-6 Section</b>			<b>TLVEDC-6</b>
S-6 Officer	440-6019	Civilian	PRIMARY SUPERVISOR
Commanding Officer, MCES	440-7521	Military	ALTERNATE SUPERVISOR
Deputy, MCES	440-7331	Civilian	ALTERNATE SUPERVISOR
Executive Officer, MCES	440-7329	Military	ALTERNATE SUPERVISOR
<b>Adjutant / Personnel Section</b>			<b>TLVEDC-A</b>
MCES Adjutant	440-7309	Military	PRIMARY SUPERVISOR
Commanding Officer, MCES	440-7521	Military	ALTERNATE SUPERVISOR
Deputy, MCES	440-7331	Civilian	ALTERNATE SUPERVISOR
Executive Officer, MCES	440-7329	Military	ALTERNATE SUPERVISOR
<b>Director of Instruction</b>			<b>TLVEDC-I</b>
MCES, Director of Instruction	440-7343	Military	PRIMARY SUPERVISOR
MCES Academics Officer	440-6078	Military	ALTERNATE SUPERVISOR
Commanding Officer, MCES	440-7521	Military	ALTERNATE SUPERVISOR
Deputy, MCES	440-7331	Civilian	ALTERNATE SUPERVISOR
Executive Officer, MCES	440-7329	Military	ALTERNATE SUPERVISOR
<b>Combat Engineer Instruction Company (CEIC)</b>			<b>TLVEDC-C</b>
Company Commander	440-7579	Military	PRIMARY SUPERVISOR
Company Executive Officer	440-7663	Military	ALTERNATE SUPERVISOR
Commanding Officer, MCES	440-7521	Military	ALTERNATE SUPERVISOR
Deputy, MCES	440-7331	Civilian	ALTERNATE SUPERVISOR
Executive Officer, MCES	440-7329	Military	ALTERNATE SUPERVISOR
<b>Utilities Instruction Company (UIC)</b>			<b>TLVEDC-U</b>
Academics Officer	440-7286	Military	PRIMARY SUPERVISOR
Company Commander	440-7073	Military	ALTERNATE SUPERVISOR
Commanding Officer, MCES	440-7521	Military	ALTERNATE SUPERVISOR
Deputy, MCES	440-7331	Civilian	ALTERNATE SUPERVISOR
Executive Officer, MCES	440-7329	Military	ALTERNATE SUPERVISOR
<b>MAGTF Engineer Center (MEC)</b>			<b>TLVEDC-D</b>
Director	440-7144	Military	PRIMARY SUPERVISOR
Commanding Officer, MCES	440-7521	Military	ALTERNATE SUPERVISOR
Deputy, MCES	440-7331	Civilian	ALTERNATE SUPERVISOR
Executive Officer, MCES	440-7329	Military	ALTERNATE SUPERVISOR
<b>Capabilities Branch</b>			<b>TLVEDC-DA</b>
MEC Director	440-7144	Military	PRIMARY SUPERVISOR
Capabilities Branch Head	440-7980	Civilian	ALTERNATE SUPERVISOR
Training and Education Branch Head	440-7293	Civilian	ALTERNATE SUPERVISOR
Commanding Officer, MCES	440-7521	Military	ALTERNATE SUPERVISOR
Deputy, MCES	440-7331	Civilian	ALTERNATE SUPERVISOR
Executive Officer, MCES	440-7329	Military	ALTERNATE SUPERVISOR
<b>Explosive Obstacles Hazards (EOH) Branch</b>			<b>TLVEDC-DE</b>
Branch Head	440-7309	Military	PRIMARY SUPERVISOR
Capabilities, Branch Head	440-7980	Civilian	ALTERNATE SUPERVISOR
Commanding Officer, MCES	440-7521	Military	ALTERNATE SUPERVISOR
Deputy, MCES	440-7331	Civilian	ALTERNATE SUPERVISOR
Executive Officer, MCES	440-7329	Military	ALTERNATE SUPERVISOR
<b>Training and Education Branch (T &amp; E) Branch</b>			<b>TLVEDC-DB</b>
Branch Head	440-7293	Civilian	PRIMARY SUPERVISOR
Capabilities, Branch Head	440-7980	Civilian	ALTERNATE SUPERVISOR
Commanding Officer, MCES	440-7521	Military	ALTERNATE SUPERVISOR
Deputy, MCES	440-7331	Civilian	ALTERNATE SUPERVISOR
Executive Officer, MCES	440-7329	Military	ALTERNATE SUPERVISOR
			Tab (6)